

# ROLE PURPOSE



**Role Title:** Program Officer

**Division:** Global Programs

**Location:** Kigali,  
Rwanda

**Date:** February  
2024

**Employment type:** Full-time,  
Fixed-term contract

**Reports to:** Program  
Manager

**Number of direct  
reports:** None

**Leadership Band:**  
Leads Self

## Purpose of the role:

The **Program Officer** is accountable for coordination and implementation of various approved program activities, working with partners in Rwanda to ensure timely and efficient high-quality deliverables in line with agreed program guidelines and objectives, the strategic planning, design, and operational delivery of **Programs division** that are aligned to The Foundation's strategic framework.

The **Program Officer will own the outcomes (range from 5-7 /max 7 outcomes) of:**

1. Support the implementation of all FHFR projects, with particular attention to the Eye Health Systems Strengthening, and Performance-Based Financing Projects in accordance with agreed implementation plans, work plans and annual budgets.
2. Support the Program Manager in ensuring that program activities are timely planned, implemented, monitored and reported through submission of timely quality quarterly plans and reports. Advise on any developments that might necessitate deviation from planned activities and ensure that the Program Manager and relevant team members are made aware of relevant meetings, forums, etc.
3. Ensure the availability of timely and accurate data required for quarterly and annual reflections.
4. Support Partner capacity self-reviews, identify and build partners' capacity, and support partners with necessary guidance and tools to develop capacity building plan.
5. Work with the Program Manager, and CSN staff (PD, M&E Advisor, and Policy & Advocacy Advisor) to strengthen the quality and health systems initiatives.
6. Support Partners prepare proposals, and financials, plan and monitor monthly/quarterly expenditures against budgets, and ensure submission of timely accurate monthly and quarterly financial returns; and utilization of project assets and resources as per The Fred Hollows Foundation's policy.
7. Support the Program Manager in organizing and monitoring joint engagements with the Central level, District Health Teams, Health facilities, CBOs, and other partners.
8. Support communication and fundraising initiatives through identification and sharing of compelling beneficiary stories and case studies while ensuring branding as per The Foundation and donor guidelines.
9. Enhance visibility of the Foundation work by sharing information, photos, and videos through available channels for learning and reflection.
10. Other tasks as requested by the supervisor.

## Our Capabilities:

**As a member of The Foundation Family you will:**



1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

## Essential Experience:

- Minimum of 3 years working experience with reputable NGO's
- Demonstrable knowledge of Rwanda national health systems and policy development.
- Knowledge of project design, proposal writing, project management, budget development and monitoring
- Experience in community-based health programming.
- Experience in working with Community Based Organizations.
- Previous hands-on experience in project implementation and working with partners.
- Support and coordination of successful health projects and development of effective & efficient implementation systems.
- Proven ability to influence and work with partners/stakeholders.

## Skills:

- Strong communication skills including fluency in written and spoken English and the ability to write effectively for varied purposes and audiences.

## Desirable Experience:

- Experience in international development organization.

- Strong conceptual and analytical skills to be able to develop new initiatives, identify critical issues, build capacity and standardize processes.
- Excellent interpersonal skills with the ability to manage a wide variety of relationships utilizing collaborative consultation, communication, and negotiation skills.
- Strong computer skills specifically project management software and Microsoft Office suite applications.
- Financial Management skills especially development & management of budgets and budget reports.
- Excellent problem-solving skills: demonstrates resilience and initiative when faced with challenges.
- Superior presentation skills (both written and oral) and ability to communicate technical materials to a mix of audiences and for differing purposes using print, electronic, and presentation media.
- Ability to work well with others under deadline situations and juggle several priority tasks.
- Outstanding organizational and time management skills including the ability to prioritize and multi-task work.
- High sense of integrity, ethics, and confidentiality.
- An excellent team player and result-oriented personality.
- Ability to support the development of skills and capacity including training initiatives.
- An energetic self-starter with resilience, pace, interpersonal flexibility, and comfort with ambiguity to succeed within evolving and sometimes demanding contexts.
- Ability to work independently, take initiative, set priorities, and support programs.
- Must be able to build and maintain strong relationships with a wide range of stakeholders.
- Demonstrated capacity to work effectively in cross cultural / mixed language environments.

#### **Qualifications:**

Bachelor's Degree in relevant field (Social sciences/Public health/Community Development).

#### **Travel:**

Domestic



This role purpose defines the broad accountabilities of the positions, which may change based on organisational need.

Please refer to the divisional, team and individual work plans for more specific details.

#### **The position involves:**

This position is recognised as having direct "Contact with Children".

This position does involve "Working with Children" either direct or indirect.

#### **Additional Responsibility:**

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.

#### **To work in The Foundation, you will:**

- Be eligible to work in Rwanda where the role is located.
- Undergo background checks including criminal records and qualifications checks.
- Undergo working with children check for positions which are identified as working with children.